



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of October 21, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Customer Service Agent I-Minneapolis 311 Exam #21287

The Customer Service Agent I will receive and process non-emergency calls and emails for government services, city services and calls from residents, businesses and visitors. The current hours of the Call Center are 6:55am to 7:00pm Monday through Friday, with possible future expansion to cover later hours and weekends. **Qualifications: Experience-** Two (2) years of high-volume telephone traffic, which has included experience in customer service and/or with work order management software. **Education-** High School diploma or equivalent. **For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. Applications accepted through Friday, October 25, 2013.**

Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. **For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

Program Assistant (Non-Supervisory) – Exam #21292 Hourly Salary: \$18.33 up to \$29.02

There is currently one (1) exempt, full-time vacancy to be filled in the Assessor's Department. Primary responsibilities: Perform a variety of technical, clerical and administrative tasks for the Assessor's Department, relieving the executive and leadership staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. **Qualifications: Required Education:** Post High School education or equivalent. **Required experience:** Three (3) years of full-time related work experience performing duties similar to those noted in the position/job duty information above. **Equivalency:** An equivalent combination of relevant education and experience may be considered for this position. **For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. Applications accepted through Friday, November 1, 2013.**

The City of Minneapolis is an Equal Opportunity Employer

Property Services Project Coordinator Exam 21295 Annual Salary \$56,024 up to \$77,387

Under general direction of the Senior Facilities Planner, oversees and serves as a liaison between City Departments and the Finance Department regarding remodeling projects. **Qualifications:** **Education-** Bachelor's Degree in Interior Design, Facilities Management or a highly related field **Experience-** Three (3) years of full time experience in the planning, supervision and administration of facilities related projects. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Friday November 1, 2013.**

SOFTWARE ENGINEER II (Solution Developer) – Exam #21269 Annual Salary \$64,386 - \$88,616

There is currently one exempt, full-time vacancy to be filled in the IT Department. Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. Primary responsibilities include the following. The Software Engineer II (SD/Dev) works as a member of the IT Solution Development & Engineering team to design, build, and implement e-government and business applications, integration middleware and other custom-built software solutions. Work includes designing new systems, and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six years of relevant experience designing and developing object-oriented software products in Microsoft ASP.net or Java, Web Services, MSMQ, using both MS SQL Server and/or Oracle DBMS back-ends. Experience developing these software systems for deployment into enterprise-level infrastructures is required. **Equivalency:** An equivalent combination of related education/experience may be considered. Background check may be required. **Applications accepted until candidate pool has been established, determined by HR.**

CITY EMPLOYEES ONLY

Customer Service Representative I Exam 21281 (AMENDED) Hourly Salary: \$17.13 up to \$23.64 Restricted to Current City Council Department Employees

The Customer Service Representative I will provide a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc. **Qualifications:** **Education-**High School diploma, GED or equivalent **Experience-**Two years of senior level clerical experience, which has included at least one year of computer experience and some customer service experience. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Wednesday, October 30, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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